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| <b>Job title</b>  | <i>Associate Director, Fellowship Programs</i> |
| <b>Reports to</b> | <i>Director, Advancement and Data Strategy</i> |

### Description

ASHG seeks an Associate Director, Fellowship Programs to design, launch, and administer its growing portfolio of graduate-level and post-baccalaureate fellowship programs. The position will manage recruitment and selection processes and design and deliver engaging training experiences and important professional development for early-career professionals interested in gaining skills in genetics/genomics related research and public service: advocacy, public engagement, public policy, scientific review, education, communication, grants management, and administration. The position will have substantial interaction with outside partners and funders and contribute to the fellowships' integration into the Society's work plans, vision and values, including its commitment to diversity, equity, and inclusion in STEM. This contract-funded position reports to the ASHG Director, Advancement and Data Strategy.

### Duties & Responsibilities

#### Program Strategy and Execution:

- Direct ASHG's fellowship programs, designing and implementing recruitment and training activities to achieve program goals and objectives, including fellows' integration into their assigned work roles and a robust schedule of recurring and periodic special training events.
- Serve as staff liaison to the fellowship advisory group and develop group annual work plans, including application review and selection and quarterly meetings to solicit recommendations and guidance on program activities.
- Coordinate a bi-weekly colloquium (seminar) series for all fellows to develop professional skills, foster community, and build professional networks that help fellows advance in their careers.
- Arrange fellow participation in ASHG activities, including membership and annual meeting sessions, and assess and offer additional training opportunities, including attendance at other conferences and meetings, other fellowships, courses, workshops, etc.

#### Mentoring & Professional Development:

- Provide fellows with professional guidance and mentorship and conduct fellow performance reviews with input from assigned day-to-day mentors.
- Foster strong communication with and among current and former fellows via email, social media, in-person meetings, and other interactions.

#### Administration:

- Develop and manage program budgets and coordinate federal contracting and invoicing with input from finance team. Work with ASHG human resources to coordinate fellows' employment consistent with ASHG policies and procedures.
- Working with an external evaluation consultant, build and maintain program evaluation and tracking systems and report on metrics and outcomes on a monthly and yearly basis to ASHG and NHGRI leadership.
- Foster cross-team and cross-organizational communication and collaboration in support of the goals and objectives of the fellowship programs.
- Other duties as assigned.

### Desired Qualifications & Experience

- Bachelor's degree required; graduate degree in science, policy, or nonprofit management/leadership preferred.
- Six (6) or more years of related professional experience, including experience supervising and mentoring early-career professionals preferred.
- Ability to work effectively with significant latitude for independent decision-making and action.
- Ability to effectively communicate (written and verbally) with internal and external stakeholders.

- Demonstrated sound judgment and discretion in helping to address personnel and professional development matters through effective interpersonal relations.
- Ability to solve problems with varying difficulty and serve as a resource to others in this capacity.
- Demonstrated experience with grants management and/or Salesforce or another CRM a plus.
- Proficiency in Microsoft Office software (i.e., Outlook, Word, Excel) required.

#### **Working Conditions**

Day shift hours primarily. 37.5 hours a week, exempt. Travel to the ASHG Annual Meeting each year.

#### **Physical Requirements**

This position requires sitting (90%), standing (5%), and walking (5%). It requires computer work involving extensive use of keyboard, mouse, and monitor; and occasionally requires lifting materials of ~20 lbs.

**To Apply:** Please email cover letter and resume in pdf format to [jobs@ashg.org](mailto:jobs@ashg.org).